

**OKLAHOMA NATIONAL GUARD  
TECHNICIAN PERFORMANCE APPRAISAL PROGRAM  
QUICK REFERENCE**

**ANNUAL APPRAISAL PERIOD**

The appraisal period will be on an annual basis with the appraisal year; normally October 1 through September 30 each year.

**RATING DESCRIPTORS**

When the overall weighted rating is .51 or higher, the rating is rounded to the next whole number. When the overall weighted rating is .50 or lower, the rating is rounded down to the next lower whole number.

<b>Overall Weighted Rating Descriptor</b>	<b>Rating of Record</b>	<b>Rating of Record</b>
4.51 to 5.00	5	Outstanding
3.51 to 4.50	4	Excellent
2.51 to 3.50	3	Fully Successful
2.00 to 2.50	2	Marginal
1 on any critical element	1	Unacceptable

**INCENTIVE AWARDS**

Cash Award or Time off Award based upon performance may be given to a technician who receives a rating of record of 3, 4, or 5.

A Quality Step Increase based upon performance may be given to a technician who receives a rating of record of 5.

**TRIAL/PROBATIONARY EMPLOYEES**

An employee serving a trial/probationary period will not be given an official performance appraisal until after completing the required 12 months of Federal service. After completing 12 months of service the technician will be given an official performance rating in accordance with the established performance appraisal program.

**TEMPORARY TECHNICIANS**

Temporary technicians do not receive performance appraisals.

**DETAIL (Temporary Assignment)**

When a technician is to be detailed to another position, either with the same or with a different supervisor, for a period covering 120 calendar days or more, a written performance plan will be established for this position before the detail starts.

**TEMPORARY PROMOTION**

Employees on a temporary assignment or promotion shall be assigned an annual rating of record by the supervisor of the permanent position. The permanent and temporary supervisor will cooperate to ensure that the employee is provided meaningful feedback during the temporary assignment or promotion and is issued at least one documented interim review.

**LEAVE WITHOUT PAY TO PERFORM ACTIVE MILITARY SERVICE**

Annual performance ratings to determine a rating of record may be postponed (with documentation of circumstances) when there has been insufficient time to observe the technician's performance in their present assignment because:

The technician has been deployed for a long period of time, in which case the technician's last rating of record will be used for all official purposes until the technician returns and is observed for at least 120 calendar days under an approved performance plan.

**CLOSE OUT ASSESSMENT**

Process a close out assessment if there is a position change or change in supervisors.

Temporary supervisors shall complete a closeout assessment for employees who have been assigned to them for at least 30 calendar days.